



# employer advisor

spring 2010

published quarterly by the Utah Department of Workforce Services • jobs.utah.gov



## The Collections Unit in Unemployment Insurance (UI)

*What Role Does It Play?*

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**A**t any time, a small number of employers experiencing financial challenges may have difficulty paying their Unemployment Insurance contributions. The Collections Unit works with these employers to ultimately recover contributions that increase the UI Trust Fund balance. This helps the Fund remain solvent, thereby keeping UI

premiums as low as possible. Additionally, a healthy trust fund balance provides the resources needed to make weekly payments to unemployed workers. If you believe that you may experience problems paying upcoming UI contributions, please contact Collections at 801-526-9235 or 1-800-222-2857, option one.

## IMPORTANT

## Keep for your records

The accompanying schedule is applicable each year for filing quarterly unemployment contribution reports. Please post this schedule in a convenient location for future reference. Failure to report the quarterly contribution information on time will result in a penalty assessment and possibly interest. Reporting wages paid within the quarter and filing a report, even if no wages were paid, will avoid a filing penalty. Please contact the Department of Workforce Services' Employer Accounts unit for further assistance at (801) 526-9235 or 1-800-222-2857, option two.

QUARTER	DUE DATE
1st quarter wages paid January through March	April 30th
2nd quarter wages paid April through June	July 31st
3rd quarter wages paid July through September	October 31st
4th quarter wages paid October through December	January 31st

*Note: When the due date falls on a weekend, the due date becomes the next business day.*



# Information

at your fingertips

<http://jobs.utah.gov/ui/employer/login.aspx>

With employer access to the Unemployment Insurance web site, you may easily select from the account options found at the “Unemployment Insurance (UI) for Employers” home page. Simply click on the “Employer Account Options” to choose from the following:

❶ Change account information including:

- contact names and phone numbers
- employer address
- account status
  - open and close an account
  - change from active to inactive

❷ View items such as:

- the company profile
- reports received
- rates for the current and previous years
- contributions due or paid

❸ File an appeal

❹ Review benefit charges

❺ Print 940 Certifications

That's it! Navigation for account options at your fingertips made easy.

## mail from DWS

The Department of Workforce Services (DWS) Unemployment Insurance (UI) Division mails a variety of correspondence to employers. Some of the correspondence includes dates when employers must reply by if they choose to appeal a decision. For example, when employees are laid off, the Department sends correspondence, either electronically or by mail, specifying that an employer has ten days to appeal a decision charging an employer's account with benefits paid to former workers. The correspondence in this example explains that benefit charges used to determine future contribution rates remain on an employer's account for four years.

Additionally, all decisions made by this department such as determining rates, conversion of independent contractors to subject employment, audit results, and even decisions concerning successor employers have a stated time frame, usually 10 days, to respond. An employer who disagrees with the Department's decision should respond in the specified time period to retain the appeal rights granted by law.

## Our Web Site

<http://jobs.utah.gov/ui>



The main Department of Workforce (DWS) web site will be modified and released on May 1, 2010. The new and improved DWS web site will feature a different theme and layout. The page content will be focused and simplified to provide enhanced navigation. Secondary DWS web sites will be updated and released on an ongoing basis.

